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Approved For Release 2003/05/05 : CIA-RDP84-00780R003500080026-0

DD/S 70-0554

10 FEB 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Personnel Ceilings for FY 1970 and FY 1971

REFERENCE : Memo dtd 5 Feb 70 for DD/I, DD/P, DD/S&T, DD/S,
D/ONE, GC, IG, and LC, fr Ex. Dir.-Compt., same
subj

Colonel White:

I agree that the actions identified in the attachment to the reference are necessary and desirable in meeting the new ceilings. The Support Directorate can and will comply with whatever deadlines are established in your final memorandum. I do believe that some additional flexibility is desirable in the proposed timetable and that flexibility is needed also so that all other options may be thoroughly explored before resorting to involuntary separation in any individual case. It may be that through exercise of all available options we may never have to resort to involuntary separation which would certainly be a most happy conclusion to the reduction actions. However, I ask your consideration of the following points, some of which I believe have Agency-wide application and the balance of which are significant to the Support Directorate:

1. As indicated to you orally, I do not believe we should in May and June of 1970 inform personnel so identified that they are surplus to our 1 July 1971 ceiling and staffing plans. I do not wish to appear unsympathetic but I am apprehensive on security, medical, and work efficiency grounds to continuing in place for up to 14 months individuals who know they are losing their jobs. I believe that we should bring the notification and effective dates as close as possible together. I suggest that we adopt a two-step procedure:

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a. By 1 April 1970 determine those employees who will be surplus on 30 June 1970, give notice, and effect separation by that date but applying the separation compensation regulatory provisions [] to guarantee income while other employment is being located.

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b. By 1 January 1971 take similar action for individuals who are identified as surplus on 30 June 1971.

The two-step proposal would eliminate the long gap in the proposed timetable. It will also meet another objective of the reference in providing steady recruitment of new blood against known losses rather than perhaps inhibiting recruitment against uncertain identification of positions which will in fact be vacated over a year later by surplus personnel.

2. The Support Career Services have a particular problem due to the fact that so many of their careerists are assigned to positions outside their command. This means that these Offices will not know until the dates specified in the reference which of their careerists may be returned to their jurisdiction due to elimination of positions in other Agency elements which they now occupy. Some timetable flexibility is indicated even though we shall begin working immediately with other Directorates to determine if they intend to eliminate any positions now filled by Support Directorate careerists.

3. We visualize that some personnel now assigned overseas may be placed in the surplus category. Since they do not have the same opportunity to explore employment opportunities as U. S. based personnel, some extra time and some reassignments may be necessary.

R. L. Bannerman

ADD/S:JWC:ms (10 Feb 70)

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DD/S 70-0495
Executive Registry
70-613

5 February 1970

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science & Technology
Deputy Director for Support
Director of National Estimates
General Counsel
Inspector General
Legislative Counsel

SUBJECT : Personnel Ceilings for FY 1970 and FY 1971

1. Attached hereto is a draft of a memorandum which I propose to send to you not later than the 10th or 11th of February. I should appreciate any comments you care to make, either orally or in writing, not later than the close of business on 10 February.

2. At first blush it may seem that the deadlines are a little tight. I start, however, with the strong feeling that all personnel who may be surplus be officially notified not later than 1 July 1970. (This allows as much as one year's advance notice.) I propose the preceding deadlines in order to meet this one, which is critical. I don't believe they are unreasonable. Based on the long advance notice that you have all had and the advance planning which you have assured me you have already done, you should be able to make the report called for by 1 March within a day or two after receiving the memorandum. For the same reasons I should think you could also make the report called for on 1 April within a week or two. If I am correct about this, most of your time can be devoted to accomplishing those things which must be done by 1 May and thereafter.

[Redacted Signature]

L. K. White
Executive Director-Comptroller

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Attachment

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D R A F T

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science & Technology
Deputy Director for Support
Director of National Estimates
General Counsel
Inspector General
Legislative Counsel

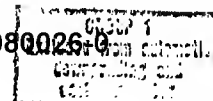
SUBJECT : Personnel Ceilings for FY 1970 and FY 1971

1. Each Deputy Director and head of Independent Office has been assigned personnel ceilings which must be reached by 30 June 1970 and 30 June 1971.

2. The imminence of 30 June 1970 makes it necessary in most instances to reach this ceiling through attrition and controlled entry on duty of new employees. New staffing complements, proper mix of skills and grades, etc., must of necessity be considered as of secondary importance. The reverse must, however, be true in planning for and reaching the 30 June 1971 ceiling. We must of course be prepared to accept imbalances as we make our interim adjustments. Our plans must, however, provide for a balanced staffing complement with the proper occupational skills mix, and which maintains insofar as possible our average grade structure, all to be fully implemented by 1 July 1971.

3. For a variety of reasons it is essential that these plans be completed not later than 30 June 1970. Among these are:

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a. Personnel who now plan to remain on duty beyond 30 June 1971 but who cannot be accommodated within the new staffing pattern should be notified by 1 July 1970, if possible; and you must be prepared to assist such personnel in every reasonable way to make their personal plans and adjustments.

b. Recruitment plans must be made to fill vacancies when critical skills are required and for younger and junior personnel essential to the long-range health and vitality of the Agency.

4. The accomplishment of this objective will require an intensive and most thoughtful effort on the part of the Deputy Directors, Independent Office heads, and supervisors in general. A number of actions are required in a relatively short period of time. Most can and should proceed simultaneously. In order that this exercise can proceed on an orderly basis for the Agency as a whole, the following is directed.

a. By 1 March 1970 Deputy Directors and Independent Office heads will submit a report to the Executive Director-Comptroller, advising of any problems they foresee in conforming to the new ceilings by 30 June 1971. If you do foresee problems, you should be as specific as possible as to what they are and where they are and what you are doing or propose to do about them. It is not expected that you can be

too specific about grades and names at this juncture, but I think you can be fairly specific as to numbers.

b. Work should start now on staffing patterns to coincide with 1 July 1971 personnel ceilings and to be totally effective by that date. It is recognized that unforeseen requirements may change these staffing patterns between now and then. For the purpose of this exercise, however, they must reflect your very best thinking and planning and be considered firm. Inasmuch as you have already studied this problem with some care and decisions have been made as to how your staffing pattern is to be reflected in the FY 71 Congressional budget submission, this should not be too difficult. Not later than 1 April 1970 all components should submit their proposed new staffing pattern to the Director of Personnel, with an informal copy to the Director of Planning, Programming and Budgeting. (Requests for exception to average grade controls will be justified on a case-by-case basis through the Director of Personnel to the Executive Director-Comptroller.) On 1 April 1970 all components should report to the Executive Director-Comptroller that this has been done. This report should also include any refinements that may have been made from the earlier report of 1 March 1970.

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c. With the completion of steps a and b above, all components and Career Services should examine in detail their personnel staffing plans with a view to identifying those individuals who cannot be accommodated within their own Career Services in their current grades or at some lower and mutually acceptable grade. This should be completed not later than 1 May 1970, ~~the individuals should be notified~~, and a report to this effect made to the Executive Director-Comptroller on that date.

d. Between 1 May 1970 and 1 June 1970 heads of components and Career Services should ensure that the most careful and thoughtful attention is given to the individuals who have been identified as surplus to the needs of that component or Career Service. This should be accomplished by individual consultations at which time they are to be advised that they have been identified as surplus and every effort is to be made to reach a solution mutually acceptable to the individual and the Agency. Among the possibilities are:

- (1) Reassignment at the same or lower grade, with or without training, to another Career Service or component within the Directorate;
- (2) Resignation;
- (3) Voluntary retirement earlier than required by Agency policy, i.e., age 60;

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(4) Optional discontinued service annuity for those under the Civil Service Retirement System and who are qualified by age and years of service;

(5) Essentially the same thing for personnel under the CIARDS who have 25 years of service but who are not yet 50 years old.

e. No later than 1 June 1970 each Deputy Director and head of Independent Office who has not already reported that he has no problem will make a summary report to the Director of Personnel of the status and plans for each individual who was previously identified as surplus. If there are individuals for whom no mutually satisfactory solution has been found, a detailed report of what has been done to try to reach a solution will be made, giving reasons why the effort has not been successful and a specific recommendation as to what further action should be taken. At this time each such individual should be formally advised that his case has been forwarded to the Director of Personnel for disposition.

f. The Director of Personnel will make every effort to find a position for each individual at his current or lower grade elsewhere in the Agency. If no satisfactory assignment is found for any individual, the Director of Personnel must then consider the following alternatives:

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(1) Involuntary retirement under the Director's authority;

(2) Separation with compensation in accordance with

g. No later than 1 July 1970 the Director of Personnel will notify each individual of his status. On 1 July 1970 the Director of Personnel will also submit a status report to the Director with specific recommendations as to further action.

5. It is to be hoped that a mutually satisfactory solution can be found for every employee who may be affected by this exercise. No effort should be spared to ensure this. It should be clearly understood, however, that the Agency has no choice in this matter. The objectives must be accomplished. If in the final analysis the Director's authority to terminate personnel must be used, it will be.

L. K. White

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